

27 September 1961

MEMORANDUM FOR: All IAD's
SUBJECT : Emergency Planning

1. In view of the current international situation it would appear to be prudent for us to be sure that our emergency planning is up to date. I would appreciate it if you would have your Emergency Planning Officer review the status of office emergency plans and make sure that the roster of relocation personnel is completely up to date and that all persons on the roster are fully briefed concerning their duties at the emergency site. It would probably also be advisable to make sure that vital materials and any essential equipment needed at the relocation site are provided for in accordance with the latest thinking on these matters.
2. Please exercise special precautions to make sure that this review of emergency planning does not become a subject of widespread discussion among the personnel in your office.
3. I would appreciate it if you would have your Emergency Planning Officer report completion of this review to me by 13 October 1961.

W. A. TIDWELL
Assistant to the D/D/I (Planning)